

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3	Mr. May		
4	Mr. Wortman		
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

The attached proposed [] was prepared
for DCI signature at the request of the
Office of Security by []

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Chief, Regulations Control Branch

11 JUL
1979

UNCLASSIFIED

CONFIDENTIAL

SECRET

FORM NO.
1-67

237

Use previous editions

(40)

DD/A Registry

79-2570

Executive Registry

79-17832

DD/A Registry

File O+M-1

STAT

79-2570

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
UNCLASSIFIED	CONFIDENTIAL	SECRET

OFFICIAL ROUTING SLIP

TO	ADDRESS	DATE	INITIALS
1	[Redacted]	16 JUL 1979	[Signature]
2	[Redacted]		[Signature]
3	Mr. May		
4	Mr. Wortman		[Signature]
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

STAT

Remarks:

The attached proposed [Redacted] was prepared for DCI signature at the request of the Office of Security by [Redacted]

STAT

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Chief, Regulations Control Branch	11 JUL 1979

☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

Approved For Release 2006/02/01 : CIA-RDP83-00156R000300060031-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed

Safety and Health Policy for the Central
Intelligence Agency (Job #8888)

FROM:

Don I. Wortman
Deputy Director for Administration
7D24 Hqs.

EXTENSION

NO.

STAT

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDCI

2.

3.

DCI

4.

5.

DDA Registry

6.

RCD BU2 Amber

7.

8.

9.

10.

11.

12.

13.

14.

15.

For your signature.

This notice, initiated by the Office of Security, implements a recommendation by a representative of the International Loss Control Institute that resulted from an evaluation of the Agency's Occupational Safety and Health Program. Specifically, it was recommended that the Director's safety policy be rewritten to emphasize direction by management to develop and comply with standards and to address material and equipment damage, including fire loss control. The Office of General Counsel has concurred.

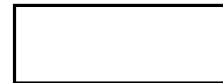
☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL
USE ONLY

☐ UNCLASSIFIED

SAFETY AND HEALTH



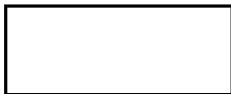
STAT

17 JUL 1979

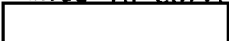
SAFETY AND HEALTH POLICY FOR THE
CENTRAL INTELLIGENCE AGENCY

1. It is the policy and intent of the Central Intelligence Agency to administer the Agency Safety and Health Program in accordance with provisions of applicable Federal directives to ensure that employees work in a safe and healthful environment. This policy will be effective only to the extent that each employee supports and participates in the program.
2. The Agency Safety and Health Program is concerned not only with the elimination of conditions that could cause injuries and illnesses to our personnel, but also with preventive measures to avoid damage or loss of property or equipment by fire or other mishap. The human suffering, time lost from work, and economic waste resulting from these conditions are of serious concern to the Agency.
3. The Deputy Director for Administration is the CIA Safety and Health Official. The CIA Safety and Health Official is assisted by the CIA Safety Committee which is composed of members representing Agency components, the CIA Safety Officer, and the CIA Health Officer.
4. Operating Officials, Heads of Independent Offices, and supervisors are responsible for developing and maintaining a spirit of cooperation in achieving a safe and healthful working environment. Operating Officials, Heads of Independent Offices, and supervisors have the best opportunity to observe work habits and influence employee attitudes and to ensure that immediate action is taken to correct unsafe or unhealthful working conditions or practices.
5. Employees are encouraged to give full support to this program by complying with the Agency's occupational safety and health standards, developing and following personal safety practices, and notifying their supervisor and component safety officer of any unsafe or unhealthful working conditions. If an employee is not satisfied after reporting such a condition to these officials, the CIA Safety Officer should be advised of the condition. No employee will be subjected to reprisal by virtue of having reported any unsafe or unhealthful working condition or having participated in the program.

STAT



SAFETY AND HEALTH

6. Full details of the Agency Safety and Health Program, as well as procedures to be followed by employees seeking assistance in correcting unsafe or unhealthful working conditions, may be found 

STAT

7. I will continue to give my full support to the Agency Safety and Health Program and trust that each of you will do the same in your areas of responsibility.

STAT



Frank C. Carlucci
Deputy Director

DISTRIBUTION: ALL EMPLOYEES (1-6)